

*Troy Museum & Historic Village
60 W. Wattles Road
Troy, MI 48098
248-524-3570
248-524-3572 (FAX)*

MUSEUM BUILDINGS & VILLAGE RENTAL FORM

Building(s) to be used: _____

Date Required: _____ Time: (Start)_____ (Stop)_____

BUILDING RENTAL

Rental Party: _____

Address: _____ City: _____ ZIP: _____

Number of Attendees: _____ Phone: _____

Email: _____

CONDITIONS FOR RENTAL USE OF MUSEUM BUILDINGS/VILLAGE

1. The reservation fee and security deposit are listed on the attached page for Troy residents/organizations or non-residents/organizations and are required to be attached to the completed application in order to confirm the date reserved. Refund terms for cancellations are also listed on the attached. The original receipt must accompany any refund requests.
2. Any clean-up necessary at the end of the function must be completed by the renting party before the museum closes and will be the responsibility of the person(s) who sign the contract. Costs for extraneous clean-up done by Museum Staff will be deducted from the security deposit.
3. PLEASE BE AWARE THAT THE TROY MUSEUM AND VILLAGE GREEN REMAIN OPEN TO THE PUBLIC THROUGHOUT YOUR SCHEDULED EVENT.
4. NO FOOD OR BEVERAGES permitted in the historic buildings, except bottle water in Troy Hall.
5. NO SMOKING ALLOWED in any of the buildings or on the Village Green. Smoking is permitted in the parking lots.
6. The rental party is responsible for any damage that occurs to museum property during the time of the scheduled function.
7. The museum accepts no responsibility for accidents or injuries to visitors. Rental Party shall be required to sign a "Liability Waiver/Indemnification Agreement" prior to the rental and/or use of City property.
8. The rental party may provide chairs and a canopy for outdoor ceremonies with prior approval by the Museum Director or designee and at no cost to the City of Troy.

9. NO BALLOONS please. Other decorations are permissible with prior approval by the Museum Director or designee and must be thoroughly cleaned-up after the function.
10. The museum is closed on Mondays. However, the museum buildings may be available for rental occasions with prior approval by the Museum Director or designee.
11. The Museum Director or designee must approve requests for special arrangements or provisions at least 24 hours prior to the renting party's activity.
12. POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS PROHIBITED ON THE MUSEUM SITE, which includes the parking lots, village grounds and inside the buildings. Rental parties and/or their guests found in violation of Sec. 98.10.02 of the City of Troy Code are subject to a fine of up to \$500.00 and up to 90 days in jail and/or the loss of their entire security deposit.
15. See FREQUENTLY ASKED QUESTIONS form for other conditions.

Renting Party(s)

		Date: _____
Print Name	Print Name	
		Date: _____
Signature	Signature	

FEE SCHEDULE: BUILDING RENTALS

A Security Deposit payable to the City of Troy–Museum is payable upon signing and submitting the Contract for On-Location Activities at the Troy Museum and Historic Village. **Payment shall be in the form of cash or a check.** The Security Deposit, less the cost of any damages or overtime charges incurred, shall be refunded to the renting party by mail within five (5) to six (6) weeks after the close of the on-site activity.

The Fee Payment is payable to the City of Troy–Museum upon signing and submitting the Contract for On-Location Activities at the Troy Museum and Historic Village. **Payment shall be in the form of cash or a check.** The aforementioned Conditions for Rental Use of Museum Buildings/Village Green is part of the contractual agreement.

Note: The Security Deposit and the Fee Payment must be submitted on two (2) separate checks. Both checks should be made payable to the City of Troy – Museum.

Rental Fees for Meetings and Occasional Events:

Tuesday – Saturday from 2:00pm to 5:00pm and Sunday from 1:00pm to 5:00pm

All Museum Buildings (includes the Church) and the Village Green

<u>Troy Org.</u>	<u>Non-Profit Org.</u>	<u>Non-Troy Org.</u>
\$ 50.00/hr	\$ 50.00/hr	\$ 100.00/hr
Security Deposit:\$ 50.00		\$ 50.00

Note: Times from 10:00am to 2:00pm on Tuesday – Saturday may be available. Please contact the Museum Staff to check on the availability.

Cancellation Policy:

In the event of cancellation, fee payment and the security deposit shall be refunded on the following basis:

- | | |
|------------------------------|---|
| 1. 90 Days Notice or More: | Full Refund |
| 2. 30 – 89 Days Notice: | Refund Payment of Fees Only.
Forfeiture of security deposit. |
| 3. Less than 30 Days Notice: | Forfeiture of all fees and security deposit |

Museum Staff Overtime Fees:

Any event extending past 5:30pm or without the prior approval from the Museum Director will be subject to an additional fee of \$ 50.00 per hour to cover staff overtime. Events requiring an ending time past 5:30pm may be available, but must be approved by the Museum Director and subject to staff overtime fees at time of reservation.

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CONTRACT FOR ON-LOCATION ACTIVITIES

The renting party agrees to permit the Troy Museum to document the activity for its own historic records.

This agreement is valid only when signed by the Director of the Troy Museum and Historic Village or an authorized Museum Staff designate and by the renting party(s).

Signed,

Director or Designee, Troy Museum & Historic Village

Date: _____

LIABILITY WAIVER/INDEMNIFICATION AGREEMENT

I have received, read, understood, and agree to comply with the Troy Museum & Historic Village conditions for rental use of museum buildings/village green including the fee schedule and cancellation policy.

I hereby fully release and discharge the Troy Museum & Historic Village, the City of Troy, its officers, agents and employees from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the contracted event at the Troy Museum & Historic Village.

I further agree to indemnify and hold harmless and defend the Troy Museum & Historic Village, the City of Troy, its officers, agents and employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the contracted event at the Troy Museum & Historic Village.

Signature of Rental Representative _____ Date: _____

Renting Party(s)

Print Name

Date: _____

Signature

Print Name

Date: _____

Signature

MUSEUM STAFF ONLY

Security Deposit Received: \$ _____ Check No. _____ Date: _____

Fee Payment Received: \$ _____ Check No. _____ Date: _____

Troy Receipt No. _____ Attached Copy: Yes No

Troy Receipt No. _____ Attached Copy: Yes No

Troy Receipt No. _____ Attached Copy: Yes No

Other Occasion Rental Date: _____ Time: _____

Date Recorded in Museum Calendar: _____

Follow-up Reminder Call Date: _____

Security Deposit Refunded Date: _____

Loss of Security Deposit Reason: _____
